

# THE POPE FRANCIS CATHOLIC MAC

## TERMS OF REFERENCE

### MAC Board of Directors (MBD)

#### Financial

1. Approve the first initial budget which needs to be submitted by 6 weeks after the final funding letter
2. Approve the formal budget by 31 July each year
3. Agree procedures so that that any significant changes to the approved budget are notified to EFA, so that they may consider and decide whether to approve them.
4. Receive report from MFC on management accounts and deal with any problems not cleared by MFC
5. Approve a contingency and business continuity plan setting out what it would do to ensure the continued operation of the MAC.
6. Investigate any financial irregularities. All irregularities over £5,000 will need to be reported to the EFA
7. Approve any write off in the financial statements
8. Approve the financial statements as at 31 August each year. Chairman to sign of the financial statements on behalf of the Board
9. Appoint or reappoint the auditors each year
10. Remove auditors if applicable – notification of removal and reasons needs to be sent to EFA
11. Review action recommended by MFC on recommendations raised in internal assurance report and ensures report auctioned.
12. notify the Secretary of State, via the EFA, of any instances of fraud or theft where the value exceeds any sum notified by the EFA or appears to be systematic;
13. Approve annually a set of accounting policies;
14. Ensure that proper accounts are maintained
15. The MAC will ensure that no academy goes overdrawn, and ensure they abide by their contractual obligations.
16. Establish and review annually a policy on the acceptance of gifts, hospitality, awards, prizes or any other benefit which might be seen to compromise their personal judgment or integrity and should ensure that all members of staff are made aware of this.

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#### Human Recourses MBM

1. Appoint Head Teachers of the Academies based on recommendation of the appointments panel
2. Dismissal of Head Teacher at the Academies based on representations from the Academy Committees
3. Suspension of Head Teacher at the Academies based on representations from the Academy Committees
4. Ending Suspension of Head Teacher at the Academies based on representations from the Academy Committees
5. Confirming dismissal payments and early retirement payments recommended by MFC and ensure any over £50,000 are reported to EFA

#### Curriculum MBD

1. Overall responsibility to ensure National Curriculum is taught to all pupils and to consider any misapplication for pupils
2. To approve the setting and publish targets for pupil achievement as recommended by MHR & P
3. To approve all policies set by MAC committees
4. Responsibility for ensuring provision of Religious Education in line with the teaching of the Catholic Church and guidance from the DES.
5. To approve the setting of the times of school sessions and the dates of school terms and holidays as recommended by MHR & P

#### General Procedures MBD

1. To draw up or make amendments to the companies articles in agreement with the Trustees.
2. The MAC board must appoint an accounting officer
3. The MAC board must appoint a Principal Finance Officer
4. To appoint and dismiss the clerk to the governors
5. To hold a Board of Directors meeting once a term, or a meeting of the temporary Board of Directors as often as occasion may require. Business can only be conducted when the meeting is quorate.
6. To appoint and remove co-opted directors
7. To consider whether or not to exercise delegation of functions to individuals or committees
8. To regulate the Board of Directors procedures
9. To set up a Register of Directors' Business Interests
10. To review at least once a year the establishment, terms of reference and membership of committees, including selection panels

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11. Establish and review roles and responsibilities of Head Teacher
12. Establish and review Scheme of Delegation
13. To prohibit political indoctrination and ensuring the balanced treatment of political issues
14. Approve the Finance procedure manual

### Strategic

1. To make all strategic decisions relating to the MAC as a whole
2. Assess the risks arising from its operations (e.g. financial loss). This assessment should include the likelihood and materiality of each risk. The MAC will maintain a register of these risks showing how they are being managed or mitigated, and will review this regularly.

# THE POPE FRANCIS CATHOLIC MAC

## TERMS OF REFERENCE

### MAC Finance, Resources, Premises Health and Safety. (MFRP&HS)

#### Financial

1. Ensure the completion of the first initial budget which needs to be submitted by 6 weeks after the final funding letter for approval by MBD
2. Ensure the completion of the formal budget by 31 July each year for approval by MBD
3. Receive reports from MACBM on management accounts and deal with any problems.
4. Ensure Budget monitoring reporting is carried out at the designated times.
5. Ensure any issues identified in 3 above which are of such a serious nature that they require to be discussed at MBD are reported to the MBD either at the next scheduled meeting or at an emergency meeting if appropriate
6. Produce a contingency and business continuity plan setting out what it would do to ensure the continued operation of the MAC for approval by MBD
7. Approve contracts over £30,000
8. Investigate any financial irregularities. All irregularities to be reported to MBD
9. Investigate any write off in the financial statements and report them for approval to MBD
10. Ensure the preparation of the financial statements as at 31 August each year.
11. Approve the final audited financial statements and submit for approval to MBD so as to meet the deadline for submission of 31/12 each year
12. Ensure the auditors have access to all records, staff and explanations as they require to form their opinion.
13. Prepare response to audit management letter and ensure that the actions indicated in the letter are carried out by academy committees
14. Organise the Internal Assurance review by external auditors
15. Review the reports on Internal Assurance reviews and ensure recommendations are complied with. Report finding to MBD
16. Agree virements over £5,000 for primary schools and £25,000 for secondary school.
17. To agree the charging policy for activities
18. To recommend the Accounting Policies to MBD
19. Produce the Finance procedure Manual
20. Ensure any sale of fixed assets follow the Academies Financial Handbook guidance
21. Ensure that no leases are entered into which do not meet the criteria outlined in the Academies Financial Handbook guidance
22. Recommend to MBD dismissal payments and early retirement payments as per policy and ensure any over £50,000 are reported to EFA

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## **TERMS OF REFERENCE**

### **MAC Finance, Resources, Premises Health and Safety. (MFRP&HS)**

#### **Human Resources**

1. Determining dismissal payments and early retirement payments for approval by MBD.
2. To set up an Expenses Scheme
3. Recommend and review the Discretionary Pension Policy
4. Review the staffing structure.
5. Monitor staff wellbeing
6. Receive reports on staff turnover

#### **Premises and Health & Safety**

1. Ensure that all insurance policies are in place
2. Produce and keep up to date an asset register
3. Produce an Asset Management plan – including repairs
4. Ensure that Health & Safety legislation is complied by the MAC
5. To annually review the Health & Safety Policy for the MAC
6. To receive a Health & Safety report at each meeting.
7. Review the MAC Health & Safety Action Plans.

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## **TERMS OF REFERENCE**

### **Local Academy Committee**

#### **Curriculum**

1. To establish and review annually a curriculum policy
2. To agree and review annually a curriculum policy
3. Responsible for standards of teaching
4. To establish and review annually a sex education policy
5. To set and publish targets for pupil achievement
6. To establish and review annually a discipline policy
7. To establish and review annually an admissions policy
8. To set the times of school sessions and the dates of school terms and holidays
9. To appeal against LA directions to admit pupil(s)
10. Establish and review annually an anti – bullying policy
11. Establish and review annually a child protection policy
12. Establish and review annually a Home work policy
13. Establish and review annually a Safeguarding policy
14. Establish and review annually a Social Networking policy
15. Establish and review annually a Uniform policy

#### **Human Resources Committee**

1. Annually review the MAC Pay Policy
2. Establishing disciplinary and capability procedures
3. To formulate a performance management policy
4. To discharge duties in respect of pupils with special needs by appointing a “responsible person”
5. To establish and review annually a Complaints policy
6. To establish and review annually an Equality policy
7. To agree provision of sex education and to establish and keep up to date a written policy

#### **Academy Pay Committee**

1. Annual review of the MAC pay policy
2. Agree any pay discretions
3. Undertake the Headteachers’ Performance Management

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### **Local Finance Academy Committee**

There is no requirement from the MBD to have a Local Academy Finance Committee, but the MBD understands that each Academy may want to have one to add to further value.

1. To have an oversight of the Local Academy budget with regard to monitoring.
2. To receive quarterly budget monitoring reports and review any variances.
3. To consider the annual budget for the forthcoming year prepared by the Headteacher and Finance officer ensuring that it meets the needs of the Academy's Development Plans and strategic vision.
4. To propose the annual budget to the AC for recommendation of approval by the MFC and MBD.
5. To keep minutes of each meeting to be circulated to the LAC and the MFC before their meetings.
6. To recommend to the AC any Capital Expenditure Plans which have been agreed by the Headteacher for approval by the MFC and MBD.
7. To adhere to the Roles and Responsibilities agreed by the MBD.